

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

July 1 – July 31, 2012

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 08/09/2012
by**

GRB Environmental Services, Inc.

Consulting Environmental Engineers and Scientists

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
July 2012

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on July 9.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on July 13.

The Records Center Performance Measurements Reports were submitted to the TOAM on July 9.

The quarterly comprehensive statistical report for October 1 through June 30 was submitted to the TOAM on July 9.

An RMS V updated the *Records Center Security Procedures* on July 3 and submitted it to the TOAM.

An RMS IV updated the *Computer Support Emergency Response Plan* on July 31 and submitted it to the TOAM.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

The contract was extended by EPA for an additional 2 months (through September 2012).

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,716 documents and edited 1,563 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the Mare Island Naval Shipyard this month.

The site assessment Librarian IV received 4.1 lft. of new documents, of which .4 lft. were federal facilities documents.

Circulation Department staff shelf-read approximately 54.5 lft. of site files during the month. Staff shifted approximately 20.4 lft. of documents to make room on the shelves for new documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

92.5 lft. of documents were picked up from EPA regional offices. 22 Transfer of Records forms were processed.

32.3 lft. of documents were retrieved from the FRC. 30.2 lft. of documents were returned to the FRC.

7 new accessions (88.8 lft.) were sent to the FRC this month.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

- Holdings Report, updated July 26.

- FRC Storage Report, updated July 26.

- On-Site Storage Report, updated July 26.

- Contracts On-Site Storage Report, July 6, 13, 19, 27.

Staff checked .3 lft. of unindexed San Gabriel Valley documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,133 documents (56,630 pages) during July and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 2 SCAP accomplishment documents during July.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Five Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	0934	ATLAS ASBESTOS MINE
01	0936	DEL AMO FACILITY
01	09AG	DEL MONTE CORP. (OAHU PLANTATION)
04	09BE	MOTOROLA, INC. (52ND STREET PLANT)
00	0959	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Staff retrieved 4 cost packages/financial documents for EPA staff during July.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 7.2 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0900	00	AERO APPLICATIONS
0900	00	AERO RENTAL, INC.
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
0900	00	AFTON CANYON-UNION PACIFIC RAILROAD
09WB	00	AGANA SPRINGS PCB SITE
09FL	00	ALAMEDA NAVAL AIR STATION
0900	00	ALINA SLAMAR PROPERTY
09DJ	01	AMCO CHEMICAL
0900	00	AMERICAN BUMPER SALES
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
0900	00	ANAMAX MINING CO. TWIN BUTTES
09C6	01	APACHE POWDER CO
0900	00	ARIZONA AIR NAT GUARD SUPP MAINT SERV
0900	00	ARIZONA FUELS CORP
0900	00	ARROW PLATING CO
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	00	ATLAS ASBESTOS MINE
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09JW	02	B.F. GOODRICH
0900	00	BELLOWS AIR FORCE STATION
09MM	01	BLUE LEDGE MINE
0900	00	BROADWAY LANDFILL-NORTH
0900	00	BROADWAY LANDFILL-SOUTH
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0900	N/A	CA DTSC (BROWNFIELDS)
0900	00	CAL TRANS SPILL SITE
0900	00	CAMP H M SMITH
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
0900	00	CARSON MFG. CO.
09R6	01	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	00	CASMALIA RESOURCES*
093H	01	CASMALIA RESOURCES

SSID	OU	SITE NAME
0900	00	CASPIAN, INC
0971	00	CASTLE AIR FORCE BASE
0900	N/A	CNMI CUC POWER PLANT 1 & 2
09H3	00	CONCORD NAVAL WEAPONS STATION
091N	01	COOPER DRUM
09WV	00	CUC ROTA POWER PLANT PCB
0900	00	D G INDUSTRIES, INC
09Y1	07	DCE CIRCUITS
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0900	00	DUCK VALLEY CHEMICAL CLEANUP
0900	00	DYNAIR MAINTENANCE
0900	00	ED'S SALES AND SERVICE
09P8	00	EDWARDS AIR FORCE BASE
09H6	00	EL TORO MARINE CORPS AIR STATION
0900	00	F&B MFG CO
0900	00	FORT KAMEHAMEHA DSPL SITE
094R	01	FRONTIER FERTILIZER
09Q7	00	GEORGE AIR FORCE BASE
0900	00	GILLIS PLATING
09YL	00	GPA SUBSTATION PCB
0900	00	GREAT WESTERN CARPET CUSHION
09X6	00	HALACO ENGINEERING CO
0900	00	HARRIS ENG CO.
09B8	01	HASSAYAMPA LANDFILL
09WW	00	HAYSTACK NAVAJO RADIOACTIVE STRUCTURES
0900	00	HI ALI MOTEL
09BL	00	HICKAM AIR FORCE BASE
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	08	INDIAN BEND WASH NORTH
09G6	03	INDIAN BEND WASH SOUTH
09SM	00	INGOMAR AMMUNITION
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0900	00	J & A FURNITURE
0900	00	J.H. THOMPSON/EVAN TOOLS CO.
09WR	00	JERVIS B. WEBB CO.
09XS	00	KILAUEA PESTICIDES
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
09TU	00	KLONDYKE TAILINGS
0900	00	KRAMER METALS
0900	00	LANSDALE TRANSISTOR & ELEC
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
093Y	03	LAVA CAP MINE
0900	00	LAYKE INC
0900	00	LE MANS MOTORS

SSID	OU	SITE NAME
097J	00	LEHR/OLD CAMPUS LANDFILL
097J	02	LEHR/OLD CAMPUS LANDFILL
0900	00	LENCHO'S MUFFLERS (NAYARIT MUFFLER SHOP)
0989	00	LORENTZ BARREL & DRUM CO
0900	00	LUCKY DRIVE RADIATORS
098P	00	MARE ISLAND NAVAL SHIPYARD
0900	00	MAY IND
0941	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
0900	00	MERCURY ER WINSLOW, AZ
09M6	01	MEW STUDY AREA
0900	00	MIDLAND ROSS CORP CAPITOL CASTING DIV
09TG	00	MILL CREEK CYLINDERS
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
0900	00	MOGUL CORP (MARICOPA COUNTY, AZ)
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
0900	00	NERVE GAS WESTLAKE VILLAGE
0900	00	NETHERCUTT LABYS ANTIQUE PARTS
0900	00	NEUTRONICS INC
09K7	00	NEW IDRIA MERCURY MINE
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
0900	00	OHLINGER IND
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL*
09A7	01	ORDOT LANDFILL
09J6	01	PACIFIC COAST PIPELINES
0900	00	PACIFIC FRUIT EXPRESS CAR REPAIR SHOP
0900	00	PACIFIC PRINTING INDUSTRIES
099K	01	PEMACO MAYWOOD
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0900	00	PINTO VLY COPPER CORP (CITIES SERV CO)
0900	00	PIPCO INT'L CORP.
0900	00	PLASTIGLADE MFG. CORP.
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.

SSID	OU	SITE NAME
0900	00	QUALITY CLEANERS
09S7	00	RED MOUNTAIN SITE
0900	N/A	REYNOLDS METALS CO
0998	00	RHONE-POULENC, INC./ZOECON CORP
0998	01	RHONE-POULENC, INC./ZOECON CORP
0900	00	RINCHEM [AZD982007338]
09BY	01	RIO TINTO COPPER MINE
0900	00	RIVERSIDE FOUNDRY
0900	00	ROTA SITE 1
0900	N/A	ROUTE 66 CREOSOTE PIT(BROWNFIELDS)
0900	N/A	SALT RIVER FEEDLOT PROJECT (BROWNFIELDS)
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09KQ	05	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	03	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	04	SAN GABRIEL VALLEY (AREAS 1-4)
0980	00	SHARPE ARMY DEPOT
09SY	00	SKYLINE AUM WASTE PILE SITE
0900	00	SONEE HEAT TREATING INC.
0942	01	SOUTH BAY ASBESTOS
0942	02	SOUTH BAY ASBESTOS
09WS	00	SOUTHERN AVENUE INDUSTRIAL AREA
093F	00	SOUTHWEST FOREST IND WOOD TREATMENT PLT
0900	00	SPAZIER SOAP CHEMICAL
0900	00	SPC ELECTRONIC RESEARCH
0900	00	SPRING JOINT
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
0900	00	SWISSOMATIC PRODUCTS
0900	00	TALLEY DEFENSE SYSTEMS PLANT #3
0900	00	TALLEY DEFENSE SYSTEMS PLANT #4
0900	00	TALLEY DEFENSE SYSTEMS PLANT #6
0981	01	TH AGRICULTURE & NUTRITION
0900	00	THE CAMEL STOP
0900	00	THE WASH TUB

SSID	OU	SITE NAME
0900	00	TOSCO TOOL COMPANY
0900	00	TOWER STEEL COMPANY
09Q5	00	TRACY DEFENSE DEPOT
098R	01	TREASURE ISL NAVAL STATION
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09K4	00	TRW MICROWAVE
09RF	00	TUBA CITY ABANDONED LDFL
091C	02	TUCSON SOURCES
0900	00	TUCSON TRAILER PARK
09RP	00	TUJUNGA WELLFIELD SITE DISCOVERY
09R3	00	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
0900	00	USVA MEDICAL CENTER
0900	00	VALLEJO OFFICE PARK
0900	00	VAN WATER & ROGERS (OSBORN RD, PHOENIX)
0900	00	VANGUARD WEST INC
0900	00	VULTURE MINE
0900	00	WAKE ISLAND AIRFIELD
0900	00	WARD OIL
09TK	00	WEST AVENUE MERCURY
09SU	00	WEST OAKLAND LEAD REMOVAL
0900	00	WEST PHOENIX IND AREA
0900	00	WESTERN DYNEX
0900	00	WESTERN MOLDINGS
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0900	00	WILLARD WADE PROPERTY
0900	00	WYLE LABS - NORCO FACILITY
09QC	00	YOSEMITE CREEK SEDIMENT
09NA	00	ZEIBRIGHT MINE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 37 requests for documents, performed 176 database searches in SDMS-C, and provided 116 documents for EPA staff and other requesters.

Ten indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on July 9.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 8 FOIA requests totaling 10 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 308 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 200 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 13 requests for documents on CD-ROMs. 12,522 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
09DJ	01	AMCO CHEMICAL
0934	01	ATLAS ASBESTOS MINE
09NM	00	ATLAS IRON & METAL CO.
09JW	00	B.F. GOODRICH
09AQ	00	CENTRAL EUREKA MINE
0900	00	CRAFTON REDLANDS AREA
09H4	01	CRAZY HORSE SANITARY LANDFILL
0936	01	DEL AMO FACILITY
09P8	00	EDWARDS AIR FORCE BASE
0920	08	INDIAN BEND WASH NORTH
0900	00	ITASCO
09TU	00	KLONDYKE TAILINGS
09LV	00	KRIK WELL #80
0989	01	LORENTZ BARREL & DRUM CO
09N6	00	MARCH AIR FORCE BASE
09M6	01	MEW STUDY AREA
09C7	00	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09TJ	00	NUWAY DRY CLEANERS
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0942	01	SOUTH BAY ASBESTOS
09K2	00	SULPHUR BANK MERCURY MINE
09QC	00	YOSEMITE CREEK SEDIMENT

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The Klondyke Tailings Removal AR was compiled, copied, and sent to the repository on July 3.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Three work-performed compilations were created or updated during July for the following sites:

OU	SSID	Site Name
01	0936	DEL AMO FACILITY
01	094R	FRONTIER FERTILIZER
00	0959	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 9 collections

Electronic files attached to E-mails: 16 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
0936	01	DEL AMO FACILITY
094R	01	FRONTIER FERTILIZER
09YL	00	GPA SUBSTATION PCB
09WJ	00	INDALEX ALUMINUM SOLUTIONS
09XS	00	KILAUEA PESTICIDES

SSID	OU	SITE NAME
09TU	00	KLONDYKE TAILINGS
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09WK	00	SANTA FE MINE #2 - RED MOUNTAIN
093F	00	SOUTHWEST FOREST IND WOOD TREATMENT PLT
09R3	00	UNITED HECKATHORN CO

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on July 31.

The PM held a Managers/Supervisors meeting on July 11.

The RMS IV/Assistant Manager held meetings with special projects staff on July 5 and 6.

The RMS IV/Circulation Department Supervisor held a departmental meeting on July 19.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on July 17.

The PM purchased supplies and/or equipment during July as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No training requested in July.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

An RMS IV/IS III coordinated with Al Belbahri on the certification of the Dragon Database; reviewed and managed all patches and updates for Windows, BigFix and SEP; verified and reviewed the Event Logs for R9REC, and reviewed the monthly Nessus scan for vulnerabilities on the R9REC virtual server July 30.

An RMS IV/IS III coordinated with Dave Henderson to resolve a capacity issue on the R9_APPS3/LAI.NSF database. The database was 99.9% full, with a total size of 68 GB. Archiving was enabled and the problem was successfully resolved July 26.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on July 12.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in July.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

All Records Center computers are now at least 8.5 years old. They are very slow and lack the processing power and memory to run all the required EPA background processes plus the applications we need to execute our statement of work. There is no budget in the current contract to procure new computers. This issue has a significant negative impact on the productivity of this contract.

We have received so many boxes of documents (186 lft) as a result of the Region-wide Clear the Clutter event that we will soon have to start rejecting submissions of documents from EPA in order to avoid causing structural problems to the building and unsafe conditions for our staff. Larger and/or more frequent shipments to the Federal Records Center would mitigate this problem.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 8 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 13 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,946	52.1 lft.	852.8 lft.

Inventories

Records Surveyed	Year to Date
21.1 lft.	657.4 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
88.8 lft.	0 lft.	0 lft.	842.6 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
25	0	0	0	6	0	0	6	37

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 093H, OU 00, CASMALIA RESOURCES

One Librarian IV/Records Librarian performed indexing (546 documents, 3 linear feet) and two RMS II/Scanning Specialists performed scanning (3,685 pages) in order to reduce the backlog of indexing for this site. Additionally, an IS III/Box Storage Coordinator, an RMS III/Document Processing Specialist and an IS II/Records Aide prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 126.4 hours were expended on this effort during the month.

SSID 0958, OU 01, OPERATING INDUSTRIES, INC., LANDFILL

One Librarian IV/Records Librarian performed indexing (353 documents, .75 linear feet) and two RMS II/Scanning Specialists performed scanning (2,234 pages) in order to reduce the backlog of indexing for this site. Additionally, an IS III/Box Storage Coordinator and an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 162.1 hours were expended on this effort during the month.